



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
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SPAWARINST 12510.2
SPAWAR 00A-HR
29 Apr 02

SPAWAR INSTRUCTION 12510.2

From: Commander, Space and Naval Warfare Systems Command

Subj: DEMONSTRATION PROJECT CLASSIFICATION SYSTEM

Ref: (a) Demonstration Project Classification Handbook
(Rev 04-02)

1. Purpose. To publish a description and procedures for the Demonstration Project Classification System for use in determining position classification.
2. Cancellation. NCCOSC Instruction 12510.1
3. Scope. This instruction is applicable to all employees covered by the SPAWAR Demonstration Project. Amendments to this instruction are the sole responsibility of the Demonstration Project Steering Group and SPAWAR 00A-HR.
4. Information. The SPAWAR Demonstration Project classification system features an abbreviated benchmark description approach. The basic concept involves combining former General Schedule (GS) pay/classification levels to encompass two or more former grades in broader pay bands; classification by line management; and standard benchmark descriptors. Reference (a) provides narrative Level/Specialty Descriptors (L/SD's), specialty and functional classification codes, and the L/SD Cover Sheet to be used in administration of the system.
5. Definitions. Reference (a) provides additional information regarding the following definitions.
 - a. Career Path. A broad classification category containing groups of occupations or professions that are sufficiently alike to warrant similar treatment in personnel and pay administration are grouped into unique career paths identified as the following:

DP	- DEMO Professional
DA	- DEMO Administrative Specialist
DS	- DEMO Technical Specialist
DT	- DEMO Technician
DG	- DEMO General (Clerical/Assistant)

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b. Classification. The process by which a manager determines, assigns, and documents the appropriate career path, level, title, series and, as appropriate, specialty and functional codes to a position.

c. Classification Codes:

(1) Specialty Code. The type of work performed in terms of product line, technical specialty, or special skill requirement. Specialty codes are developed locally to reflect work at an activity and are used where needed to further differentiate types of work. The approved specialty codes and definitions are listed in Chapter 9 of the Classification Handbook.

(2) Functional Code. A broad designation of work in terms of overall characteristics such as research; development; test; evaluation; design; production; installation, operations and maintenance; etc. and are only applicable to the Professional, Technical Specialist, and Technician career paths. The approved functional codes and definitions are listed in Chapter 10 of the Classification Handbook.

d. Level. Work that is performed of sufficiently similar difficulty and responsibility and requiring sufficiently similar levels of qualifications as to warrant inclusion within a given range of rates of basic compensation. Chapter 1 of the Classification Handbook illustrates the equivalent GS levels (pay ranges) within each career path.

e. Series. The occupational area (line of work) of the position following the same numeric coding as the existing occupational series as published in the Office of Personnel Management (OPM) Handbook of Occupational Groups and Families.

f. Titles. Position Titles used under the Demonstration Project are limited to Engineer, Scientist, Administrative Specialist, Technical Specialist, Technician, Assistant, Supervisor, and Manager.

(1) Engineer. A position requiring qualifications to perform professional engineering work in the Engineering and Architectural Group, GS-800 is included in the DEMO Professional career path.

(2) Scientist. A position requiring qualifications to perform professional scientific work in the Psychology Series, GS-180; Biological Sciences Group, GS-400; Veterinary Medical Science Group, GS-700; Physical Sciences Group, GS-1300; and

Mathematics and Statistics Group, GS-1500 is included in the DEMO Professional career path.

(3) Administrative Specialist. A position involving administrative work in areas such as human resources, budgeting, accounting, contracting and procurement are included in the DEMO Administrative Specialist career path and are classified in the GS system as two grade interval series.

(4) Technical Specialist. A position involving professional/technical work other than that performed by an engineer or scientist is included in the DEMO Technical career path and is classified in the GS system as two grade interval series.

(5) Technician. A position responsible for providing technician support involving quasi-professional work in scientific, engineering, or technical functions is included in the DEMO Technician career path.

(6) Assistant. A position involving work in clerical/assistant support functions is included in the DEMO General career path.

(7) Supervisor/Manager. The classification title of Supervisor or Manager is used only in situations where both technical and continuing administrative supervision are exercised over the required number of subordinate civil service employees specified in the level descriptors. Project/program managers who exercise technical direction over a task team will be classified using the appropriate non-supervisory level descriptor.

6. Level/Specialty Descriptors

a. Level/Specialty Descriptors (L/SD's) replace position descriptions and are similar in their function. As a minimum, L/SD's consist of a narrative description of the level of work performed. Additionally, Professional, Technical Specialist, and Technician career path L/SD's must include identified specialty and functional codes. DEMO General (Clerical/Assistant) positions with a typing, stenography or office automation requirement must have a specialty code identified. First level supervisors will be titled "Supervisor" with higher levels titled "Manager."

b. Level/Specialty Descriptor Cover Sheets as shown in Chapter 11 of the Classification Handbook will be used for all new actions requiring establishment of Level/Specialty and Functional Code definitions, if appropriate, when submitted for

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management review and authorization by the designated classification official.

7. Classification Process

a. Under the Demonstration Project, managers determine the formal classification of the position through review of Level/Specialty Descriptors and the requirements of the position. The Level/Specialty Descriptors are written in general narrative terms and are established to cover positions in each category and level. Reference (a) will be used to document the classifications of positions in the Demonstration Project.

b. The classification process will be as follows:

(1) A supervisor recommends a Level/Specialty Designator for an employee, applicant, or vacant position and submits the request to the appropriate level of management authorized to classify the position.

(2) The official authorized to classify the position reviews the request and either approves/classifies the position or returns it to the requesting official.

(3) If the position is classified, the classifying official submits the request to the Servicing Human Resources Office for processing. Personnel Management Advisors are available to provide advisory information to the supervisor/manager.

c. Delegation of authority to classify positions is as follows:

<u>Position Level</u>	<u>Authorized to Classify</u>
A, I, II, III	Major Organizational Subdivision Heads who report to Commander/Vice Commander/Deputy Commander/Commanding Officers/Executive Directors
IV, V*	Commander/Vice Commander/Deputy Commander/Commanding Officers/Executive Directors

* Subject to OPM/NAVY approval as ST/SL equivalent positions

d. Periodic reviews may be conducted to ensure that this delegated authority to classify positions is being used properly. Classification authority will be revoked based on a finding of consistent misclassification of positions.

e. Classification actions taken under this authority will be documented on the Level/Specialty Descriptor Cover Sheet (Chapter 11 Classification Handbook). Redelelegation of classification authority must be in writing and may only be delegated by the authorizing official to a designated Deputy or acting supervisor/manager. The original copy of each classified position will be sent to the appropriate servicing Human Resources Office.

8. Conversions. Employees and new hires will be converted to and from the DEMO Project in relation to the General schedule as follows:

a. New hires and transfers from other Federal activities will be converted into the DEMO Project Classification System at a title, level, and pay in accordance with appropriate SPAWAR management policies.

b. An employee in the DEMO Project who transfers or reassigns to another position outside the Demonstration Project will have an annotation on their SF-50 indicating a GS equivalent grade level based upon the exiting DEMO grade level and salary. If the salary of the employee is determined to meet or exceed step 4 of the higher GS grade level within the DEMO pay band (including DEMO special rate scales, if applicable), the employee will be exited at the equivalent GS grade. An employee may not exceed the GS grade within their DEMO Project level when exiting the Demonstration Project. For example: a DEMO Project Engineer, Level III, who might be paid a salary equal to or exceeding step 4 of GS-13 would be exited to GS-13. Even if the salary may meet or exceed the GS-14 step 4 the highest equivalent grade a DP-III would exit DEMO is GS-13. The two-grade interval (GS-5/7/9/11) will be maintained for all conversions recognized by OPM as two-grade interval series.

9. Conversions to DP-III. For Administrative Specialist, Technical Specialist, and Technician career path employees, the conversion from DA/DS/DT-III (GS-11/12) to DP-III (GS-12/13) is a promotion and will be submitted on a case by case basis for Commander/Vice Commander/ Deputy Commander/Commanding Officer and/or Executive Director approval.

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10. Classification Reconsideration. Reconsideration is the review process that takes place when an employee feels that his/her position has been erroneously classified.

a. An employee may request classification reconsideration at any time. Only the employee affected by the classification can initiate this reconsideration. Reconsideration requests must be filed with the original classifying official through the appropriate chain of command. Reconsideration requests can be based on the following: (1) the appropriate title, series, level, specialty code, and/or functional code of the position; or (2) the determination whether the position is covered by the DEMO Project.

b. Reconsideration requests must be in writing specifying the reasons for the request and addressing the remedy desired. The request will be addressed to the official who classified the position. The classifying official will render a decision. If the decision is unacceptable, the employee may then request reconsideration by the Commander. The Commander may delegate this decision authority to the Vice Commander/Deputy Commander SPAWAR. Upon receipt of the request, the deciding official may obtain an advisory opinion by an ad hoc classification committee. The committee's recommendation will be provided via the original classifying official who may revise the earlier decision, if appropriate, or forward the recommendation for final SPAWAR action. The deciding official, after review of the committee's recommendation (if determined to be appropriate) and any comments provided by the classifying official, are delegated authority to render a final SPAWAR decision.

c. The final notice of decision will inform the employee that if he/she does not concur with the decision, the employee may request that the reconsideration file be sent to the Naval Air Warfare Center Weapon Division (NAWCWD) China Lake, California (a related DEMO Project site), for final external appeal. This notice will also inform the employee of the 15 calendar day time limit within which the employee must request an appeal of the reconsideration to NAWCWD China Lake, California in order to preserve any retroactive benefits under pay regulations. The Commander/ Vice Commander/Deputy Commander may extend the 15-day time limit when it is shown by the employee that he/she was not notified of the applicable time limit and was not otherwise aware of the time limit or that circumstance beyond the employee's control prevented filing for reconsideration within the prescribed time limit.

d. NAWCWD China Lake, California will render a written notice of the decision. This decision is final.

11. Ad Hoc Classification Committees. Ad hoc classification committees may be named by the Commander/Vice Commander/Deputy Commander to provide specific advice to management. Composition of each ad hoc committee will be tailored to each specific issue (i.e., professional, specialist, administrative, clerical, etc.). A DP-IV or higher manager will chair each ad hoc committee. Each committee will be composed of at least three voting members and a representative from SPAWAR Human Resources Program Office. Human resources representatives will advise the Commander/Vice Commander/Deputy Commander when an ad hoc committee is needed. Committee actions are intended for reconsideration recommendations. Ad hoc committee findings are advisory in nature with the Commander/Vice Commander/Deputy Commander making the final decision.

12. Directive Responsibility. The SPAWAR Human Resources Program Manager is responsible for keeping this instruction current.

/s/
K. D. SLAGHT

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